

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT <b>Sheriff's Department/ Animal Service</b>		(2) MEETING DATE <b>January 10, 2005</b>		(3) CONTACT/PHONE <b>Eric Anderson 781-4400</b>	
(4) SUBJECT <b>Submittal of a resolution amend the position allocation list for fund center 137 – Animal Services, deleting one Supervising Administrative Clerk position and adding one Senior Account Clerk position.</b>					
(5) SUMMARY OF REQUEST <b>The Sheriff's Department is submitting a request to change the Position Allocation List for the Animal Services Division eliminating one Supervising Administrative Clerk position and adding one Senior Account Clerk position.</b>					
(6) RECOMMENDED ACTION <b>Recommend that your Board adopt the attached resolution amending the position allocation list for fund center 137 – Animal Services deleting one Supervising Administrative Clerk position and adding one Senior Account Clerk position.</b>					
(7) FUNDING SOURCE(S) <b>N/A</b>		(8) CURRENT YEAR COST <b>N/A</b>		(9) ANNUAL COST <b>Savings of \$3816</b>	
(10) BUDGETED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): <b>Personnel</b>					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____					
(13) SUPERVISOR DISTRICT(S) <input type="checkbox"/> 1st, <input type="checkbox"/> 2nd, <input type="checkbox"/> 3rd, <input type="checkbox"/> 4th, <input type="checkbox"/> 5th, <input type="checkbox"/> All			(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		
(15) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)			(16) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input type="checkbox"/> N/A		
(17) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A			(18) APPROPRIATION TRANSFER REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		
(19) OUTLINE AGREEMENT REQUISITION NUMBER _____			(20) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
(21) ADMINISTRATIVE OFFICE REVIEW   <div style="text-align: right; font-size: 2em; transform: rotate(-15deg); opacity: 0.5;">             B-20 C-10-06           </div>					



**Patrick Hedges**

**Sheriff-Coroner**

P.O. Box 32

San Luis Obispo, CA 93406

**San Luis Obispo County Sheriff's Department**

**Area Code:  
(805)**

Administration  
781-4540

Animal Services  
781-4400

Civil  
Enforcement  
781-5484

Crime  
Prevention  
781-4547

Custody  
781-4600

Detectives  
781-4500

Patrol  
781-4550

Coast Station  
528-6083

Dispatch  
781-4550

North Station  
237-3000

South Station  
473-7100

Watch  
Commander  
781-4553

Permits  
781-4575

Property  
781-4533

Records  
781-4140

Warrants  
781-4588

**TO: BOARD OF SUPERVISORS**

**FROM: PATRICK HEDGES, SHERIFF-CORONER** *PH by Steven A. Briggs*

**DATE: DECEMBER 28, 2005**

**SUBJECT: REQUEST TO ADJUST ANIMAL SERVICES DIVISION  
PERSONNEL ALLOCATION LIST**

**RECOMMENDATION:**

Replace Animal Services' currently allocated Supervising Administrative Clerk position with a Senior Account Clerk.

**DISCUSSION:**

Animal Services administrative personnel allocation currently consists of 5 Administrative Assistants (AIII), 1 Senior Administrative Clerk (SAC), and 1 Administrative Services Officer(ASO). Recently, the SAC was promoted to the ASO position, leaving the SAC position vacant. Simultaneously, the Division realigned the duties and relocated the work area of the ASO, allowing her to focus exclusively on Animal Services needs as well as to provide supervision for the rest of the administrative staff.

Given this realignment and in reviewing the anticipated job duties of the SAC replacement, this no longer appears to be the most appropriate job classification. It is the Division's intent to leave general office supervision to the ASO and the person filling the current vacancy will be responsible for billing and account management. Additionally, given the number of staff assigned to the Division's administrative operations, it would be redundant to add another layer of supervision between the clerical staff and the ASO. Therefore, it would seem that the job functions, divisional needs, and fiscal concerns would best be served by replacing the Supervising Administrative Clerk (top step salary \$3738) with a Senior Account Clerk (\$3100).

**OTHER AGENCY INVOLVEMENT/IMPACT:**

The Animal Services Division has consulted both with the Personnel Department and County Administrative Office. All parties are in concurrence with this recommendation.

*B. Briggs*

### FINANCIAL CONSIDERATIONS

Reclassification of the Supervising Administrative Clerk position to a Senior Account Clerk would result in a net savings of \$3816 annually.

### RESULTS

Adjusting Animal Services' Personnel Allocation List as recommended would result in greater consistency between job classification and duties, more efficient supervision, and overall cost savings. Additionally, because the position is presently vacant, current staff would not be impacted by this change.

PH/epa

B-20  
3

IN THE BOARD OF SUPERVISORS  
COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA

\_\_\_\_ day \_\_\_\_\_, 2005

PRESENT: Supervisors

ABSENT:

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AMENDING THE POSITION ALLOCATION LIST  
RESOLUTION FOR FISCAL YEAR 2005-06

The following resolution is hereby offered and read:

WHEREAS, Chapter 2.48, Section 160 of the San Luis Obispo County Code provides that the number of positions and the classifications of said positions allowed within each department shall be established by resolution of the Board of Supervisors; and

WHEREAS, the Board of Supervisors has allowed certain positions through adoption of the County budget for Fiscal Year 2005-06; and

WHEREAS, the position being allocated by this resolution has been reviewed by the Personnel Department and is consistent with job specifications and classifications as provided by the Civil Service Commission, and

WHEREAS, the County Administrator has met with the Personnel Department staff and concurs with the recommended changes.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Supervisors of the County of San Luis Obispo, State of California, the position allocation for Cost Center 137, Animal Services, be amended as follows:

<u>Job</u>	<u>Class Title</u>	<u>From</u>	<u>To</u>
00927	Supervising Administrative Clerk	1.00	0.00
00909	Senior Account Clerk	0.00	1.00

Upon motion of Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_, and on the following roll call vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted:

\_\_\_\_\_  
Chairperson of the Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors

BY: \_\_\_\_\_ Deputy Clerk

APPROVED AS TO FORM AND LEGAL EFFECT:

JAMES B. LINDHOLM, JR.

BY: Amelia Dugan  
Deputy County Counsel

DATED: 12/28/05

B-80  
4